



THOMPSON BARN  
LENEXA



The Thompson Barn is a perfect place for business meetings, business training sessions, working lunches, weddings, receptions, banquets, social gatherings and holiday parties.

## **Lenexa Parks and Recreation Department**

**Thompson Barn**

**11184 Lackman Road**

**Lenexa, Kansas 66219**

**913-477-7100**

**[parksandrec@lenexa.com](mailto:parksandrec@lenexa.com)**

**Thompson Barn**  
*11184 Lackman Road*  
*Lenexa, KS 66219*  
*(913) 477-7100*

## ***Pricing***

***Entire Facility:*** Includes main hall, atrium, kitchen, and meeting rooms

**Non-Prime Time (4 hour minimum)**

Sunday - Thursday 8am-10pm, Friday 8am-5pm

Per Hour Rate

Regular Rate	\$110.00
Lenexa Resident Discount	\$80.00

**Prime Time (6 hour minimum)**

Friday 5pm-12am, Saturday 8am-12am

Per Hour Rate

Regular Rate	\$200.00
Lenexa Resident Discount	\$175.00

***One Floor Rental:*** Includes either main hall or meeting rooms

Only available during Non-Prime time hours, excluding Sundays (**4 hour minimum**)

Per Hour Rate

Regular Rate	\$75.00
Lenexa Resident Discount	\$65.00

***Saturday Packaged Rates:*** Includes Entire Facility from 8:00am – Midnight

Saturday Package Rate

Regular Rate	\$2880.00
Lenexa Resident Discount	\$2400.00

\*Lenexa Resident discount is for those living in Lenexa or a business in Lenexa, who pay Lenexa property taxes. Proof of residency such as a photo ID with a Lenexa address or a photo ID with a recent utility bill in renter's name is required at the time of booking.

For additional fees, please see *Reservation Damage Deposit, Payment, and Cancellation* sheet, *Alcohol Permit* and *Process for Hiring Lenexa Police Officer* sheet.

# **THOMPSON BARN**

## *Frequently Asked Questions*

### **1. How many people does the Thompson Barn hold?**

Up to 200 people can be seated in the entire facility. The maximum capacity for the Main Hall is 160 using a combination of both rectangular and round tables. The Lower Level foyer can seat 40 using round tables.

### **2. Where do guests park?**

The main parking lot is the one located on the east side of the building, and guests enter through the double glass doors on the east side. Additional parking is located behind the building to the south and on the west side.

### **3. Can I tour the Thompson Barn?**

Yes. Tours are by appointment only. Please call 913-477-7100 anytime M-F between 8 a.m. and 6 p.m. to book an appointment. Tours take around twenty minutes. You may also book an appointment to go over your room layout(s) or to have a vendor meet with a concierge prior to your event.

### **4. Is it possible to rent prior to 8:00 in the morning?**

Yes. The cost would be based on the hourly rate.

### **5. Is it possible to rent hours after Midnight on Friday or Saturday or after 10 PM on Sunday - Thursday?**

No. Renter, guests and all vendor items must be out of the facility by Midnight on Friday and Saturday or 10 PM on Sunday through Thursday.

### **6. May we bring in any items prior to our rental time?**

No. All items must be brought in during the rental time. This includes items from outside vendors, e.g. photo booths, cake, flowers, DJ equipment, etc.

### **7. May we leave any items at the end of our event?**

No. All items must be removed at the end of your event. This includes, but is not limited to: rented tables and chairs, tents, etc. The City reserves the right to dispose of anything left in the facility.

### **8. May we have the ceremony as well as the reception at the Thompson Barn?**

Yes. There is no extra fee for this service; however, the renter is responsible for outdoor setups/takedown and room changeover after an indoor ceremony. A maximum of 50 chairs can be set up for a ceremony on the stairs.

### **9. May we get married outside on the grounds of the Lenexa Chamber of Commerce?**

Yes. Weddings are permitted on the grounds of the Thompson Barn and the Chamber of Commerce. Thompson Barn chairs can be used on the brick patio but chairs must be rented for Chamber grounds ceremonies. Renter is responsible for the setup of an outdoor ceremony. *Please note:* trains travel adjacent to the barn at various times, and Chamber employees work until 5:00 PM, Mon-Fri.

### **10. What is available in the kitchen?**

The kitchen is a *warming* kitchen that includes:

- a warming oven, which can hold 16 trays of food and warm up to 250 degrees.
- a small microwave.
- two refrigerators: one industrial sized that can accommodate an average sized wedding cake and one regular sized with a small freezer that can hold two small bags of ice.
- ice machine that produces approximately 300 pounds of ice within 24 hours.
- two rolling coolers that can hold two large bags of ice each and be used for beverages.

**11. Are coffee urns available?**

Yes. A 60 and a 100 cup urn are available. Renter must provide all supplies to make and serve coffee, such as, but not limited to: coffee, filters, cups, sugar, creamer, sweetener, stir sticks, etc. It is recommended that you bring coffee in pre-measured packets. Complimentary coffee and water are provided with rentals Monday through Friday between 8:00 a.m. and 5:00 p.m. Please request this when you book the facility. Coffee is not provided for evening or weekend rentals.

**12. What can I plug into the indoor/outdoor outlets?**

Any item, such as a photo booth or crockpot, that uses a maximum 120 volts and 20 amps can be plugged in. Multiple items plugged into an outlet that exceed 20 amps will trip the breaker. Outlets are located in middle-front part of the steel wall; behind wall of elevator entrance; behind wall of entrance to lower level hallway; along wall of Main Hall (four on each side); in the floor of the Main Hall (eight on each side).

**13. Is smoking allowed on the premises?**

No. Smoking, including from e-cigarettes, is not allowed inside the building and you must be at least 20 ft. beyond any entrance to smoke outside. Smoker outposts are located outside where smoking is allowed.

**14. Will anyone from The City of Lenexa be on the premises during our rental time?**

Yes. A concierge will be on duty during your entire rental time which is already included in the rental fee. The concierge will greet vendors, remove trash, assist with AV equipment, and manage facility needs.

**15. What is our responsibility for clean up at the end of an event?**

You are responsible for taking down and disposing of any decorations and removing all rented items, such as but not limited to: linens, center pieces, rented tables or chairs. The kitchen must be left in the same condition it was found. Leftover food and beverages must be removed from the facility or thrown in the trash. Please notify the concierge if you are disposing glass or large/bulky items.

**16. Are tables and chairs provided?**

Yes. The City of Lenexa will provide tables and chairs. The city has 24 five-foot diameter round tables, 30 six-foot rectangular tables, and six 30" diameter high-top tables. There are 200 black padded folding chairs. Please see room diagrams for details on room capacities.

**17. Do you provide linens?**

No. Linens must be rented or purchased by the renter from an outside vendor. No table skirts with adhesives are allowed. Table skirts with clips may be used. Dimensions for linens (to the floor): 120in for round tables and 90in x 132in for rectangular tables; 90in for high-tops.

**18. Is there a dance floor?**

Yes. There is a 16'x36' area at the north end of the Main Hall that is a dance floor. Head tables can be set up on the dance floor and then removed before the dance.

**19. Do we need security for our event?**

An off-duty Lenexa Police officer must be on duty at the Thompson Barn for any event that serves alcohol. The City reserves the right to require security at certain events. The fee for the Alcohol Permit is \$100.00. The additional fee for the officer is \$40.00 per hour, which is subject to change on an annual basis. Payment for security is made directly to the officer on the day of your event by cash or check. No alcohol may be consumed by anyone prior to the officer's arrival. Contact Lenexa Parks & Recreation at 913-477-7100 or [parksandrec@lenexa.com](mailto:parksandrec@lenexa.com) sixty days prior to your event to secure a Lenexa Police Officer for your event.

**20. Does the person who reserves the facility need to be present during the event?**

Yes. The person who has reserved the facility and signed the contract is the contact person, and the one responsible for the facility during the rented time.

**21. Can we show a video during our event?**

Yes. This service is already included in the price of the rental. The video may be played from a thumb drive, DVD, laptop or pad device. Please visit with staff if you wish to test run your video or sound equipment. The concierge will assist with hooking up technology. Please do not attempt to hook up devices without assistance.

**22. Do we have to hire a bartender or 3<sup>rd</sup> party to serve our alcohol?**

No. Renters are allowed to bring in and serve their own alcohol. The alcohol permit and security officer are the only requirements to serving alcohol. Alcohol may not be sold during your event. *Alcohol may only be served and consumed during the designated times on the permit.* Two kegerators are available for use at no additional charge. Please allow one hour for a keg(s) to settle before tapping.

**23. Are candles allowed?**

Yes. Candles must be in containers, such as glass jars or lanterns, and the flame must be at least one inch lower than enclosure top. *No open-flamed devices including, but not limited to: fire pits, sparklers, candelabras, flambé, send-off paper lanterns, smoke machines, etc. are allowed indoors or outdoors.*

**24. Can we throw birdseed?**

Yes. Birdseed is allowed outside the facility only. Confetti, bubbles, rice, silly string, glitter, etc. are prohibited both inside and outside the facility.

**25. Can we hang items from the walls or ceiling?**

Decorations such as balloons and bistro/holiday lights may be tied to stairs and columns with zip ties, pipe cleaners, or twine/rope. No items may be hung from the ceiling. Lights can be strung across the width of the Main Hall, but they must be tied off on the rafters at the sides of the room. Nails, staples, screws, cellophane, Command hooks, or any other adhesive material may not be used.

**26. What are the dimensions of the steel wall, stairs and Main Hall north doors?**

The steel wall is 36 feet long and consists of nine 4ft wide x 8.5ft tall panels.

The stairs are ~21 feet top to bottom; railings ~22 feet top to bottom.

The Main Hall north doors are ~7ft wide x 10ft high; the windows on the sides are each 1ft 10in wide. A screen may be placed in front of the doors as long as the exit is still accessible in case of an emergency.

**27. Can we decorate the steel wall?**

Yes. Decorations can be hung with high-powered magnets or wreath hooks over the top of the wall. Adhesives are not allowed. Writing on the wall with any instrument, such as, but not limited to chalk, dry-erase marker, etc., is prohibited.

## 28. Can we rent during holidays?

No. The Thompson Barn, along with all other city facilities, is closed the following holidays:

New Year's Eve* – after 5 p.m.	Memorial Day	Thanksgiving Eve – after 5 p.m.	Christmas Eve* – after 5 p.m.
New Year's Day*	Independence Day*	Thanksgiving Day	Christmas Day*
Martin Luther King, Jr. Day	Labor Day	Friday after Thanksgiving	
	Veteran's Day		

\*If a holiday falls on a Saturday, the Thompson Barn will be closed that day and the Friday before; if a holiday falls on a Sunday, the Thompson Barn will be closed that day and the following Monday.

## 29. When and where can we make reservations for the Thompson Barn?

Reservations are done in person at the Lenexa Community Center, 13420 Oak Street, Lenexa, KS 66215 anytime M-F between 8 a.m. and 6 p.m. Dates can be reserved one year out on the first business day of the month in the current year. Reservations are first come, first served at the door. Lenexa residents must show proof of residency with a photo ID with the Lenexa address or a photo ID with a recent utility bill.



## *Reservation Damage Deposit, Payment, and Cancellation*

### **DAMAGE DEPOSIT**

Without Alcohol: \$150.00

With Alcohol: \$250.00

A damage deposit (payable by cash, check or credit card) is required for all facility rentals and is due 60 days prior to the event. The damage deposit will be refunded within 21-28 business days following the completion of the facility rental if there are no damages to the facility, grounds, room(s) or its contents.

After the rental, if janitorial or facility maintenance is required above and beyond the normal cleaning process, the security deposit will not be refunded and additional fees may be assessed. The renter will pay for additional fees by cash, check, or credit card within 5 business days.

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### **PAYMENT**

If the room rental is \$300 or less, the full amount will be due at the time of reservation. This does not include the damage deposit, which is due 60 days prior to the event.

Rentals that exceed \$300 will require a \$300 reservation deposit that will be applied to the final bill. Full payment must be received 60 days prior to the event. In the event the full payment is not made on time, Lenexa Parks and Recreation reserves the right to cancel the event.

Reservations are done in person at the Lenexa Community Center, 13420 Oak Street, Lenexa, KS 66215 anytime M-F between 8 a.m. and 6 p.m.

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### **CANCELATION**

Renters may cancel reservations in person, signed letter by fax, or e-mail request. Cancellation fees are as follows:

91 Days before rental date: Full Refund

90-61 Days before rental date: \$100.00 Fee

60-31 Days before rental date: \$200.00 Fee

30 Days or less before rental: \$300.00 Fee

*Reservations may be transferred to another date upon approval through the Lenexa Parks and Recreation office.*

**\*Please note: Refunds for cash or check payments will be returned by check made payable to the renter and address on file within 3-4 weeks. Credit card refunds will be returned to the card within 1 week.**

*Facility Alcohol Permit  
for Beer, Wine & Liquor*

Renter Name \_\_\_\_\_ Renter Phone \_\_\_\_\_

Address \_\_\_\_\_

Renter Email \_\_\_\_\_

Facility Reserved \_\_\_\_\_

Date of Reservation \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Alcohol Serving Start Time \_\_\_\_\_ Last Call Time\* \_\_\_\_\_

*\*Remember to allow enough time for clean-up when considering your last call time.*

**Security officer must arrive 30 minutes before the start of service and remain onsite until 30 minutes after the last call.**

Security Start Time \_\_\_\_\_ Security End Time \_\_\_\_\_

Number of officers needed: \_\_\_\_\_ x Hourly fee \$40.00 x # Hours needed \_\_\_\_\_ = \_\_\_\_\_ **Amount due**  
**Up to 200 people = 1 officer, \*200 to 300 people = 2 officers, \*300 or more people = 3 officers**  
(\*Maximum capacity: Thompson Barn = 200; Community Center MPR = 400; Senior Center = 100)

The applicant understands and agrees as follows:

- ***Payment for security is due at the beginning of the reservation and is given directly to the security officer(s) in the form of cash.***
- ***Alcohol can only be served and consumed during the designated serving times and not prior to the officer's arrival.***
- Cancellation of a security officer must be made 2 business days prior to event. Renter will be responsible for two hours of pay to each scheduled security officer if cancellation is made less than 2 business days prior to the event.
- The \$100.00 Alcohol Permit fee is due 60 days prior to rental date.
- Renter is personally responsible for the conduct of guests, vendors, and all aspects of the event.
- All persons in attendance must comply with all City, State and County laws regarding serving alcohol.
- No alcohol is permitted outside the building (except on the front patio of the Thompson Barn).
- This permit does not authorize the sale of alcohol. No person shall sell alcohol at the rented facility without first obtaining any and all necessary permits authorizing such sale from the Kansas Division of Alcoholic Beverage Control.

I have read the foregoing and agree to abide by all applicable laws, ordinances, rules and regulations of the Lenexa Parks and Recreation Department and the City of Lenexa.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



## *Process for Hiring Lenexa Police Officer*

### **Security is required for rentals that:**

1. Have an anticipated attendance of 250\* or more = 1 officer
  2. Serve alcohol:
    - Rental with 200 persons or less = 1 officer
    - Rental with 200 persons or more = 2 officers
    - Rental with 300 persons or more = 3 officers
- (\*Maximum capacity: Thompson Barn = 200; Community Center MPR = 400; Senior Center = 100)

### **The renter understands and agrees to the following:**

- **Payment for security is due at the beginning of the rental and is given directly to the security officer in the form of cash. Fee per officer is \$40.00 per hour. Fee is subject to change on an annual basis.**
- Police officer(s) will be scheduled 30 minutes prior to the start of alcohol service and will maintain presence until 30 minutes after last call. If the event is a non-alcohol event with 250 persons or more, security will be present 30 minutes before guests arrive and remain present until 30 minutes after event is over. *Remember to allow enough time for clean-up when considering your last call time.*
- **It is the renter's responsibility to ensure that no alcohol is consumed by any individual, prior to the officer arriving to the facility.**
- Cancellation of a security officer must be made 2 business days prior to event. Renter will be responsible for two hours of pay to each scheduled security officer if cancellation is made less than 2 business days prior to the event.
- Renter must turn in Alcohol Permit and all other rental forms 60 days prior to rental date in order to secure an officer.
- The number of officers that will be scheduled will be based on the estimated attendance given at the time of rental. If this number changes please contact the Lenexa Parks and Recreation Department to update rental information.
- Renter is responsible for all security costs.
- Security will be booked by the Lenexa Parks and Recreation Department through the Lenexa Police Department.
- A minimum of two (2) hours security is required.
- Renter (contact person) must be present throughout the entire rental.

***In order to book security for your event, please contact Lenexa Parks and Recreation at (913) 477-7100 or email [parksandrec@lenexa.com](mailto:parksandrec@lenexa.com) at least 60 days prior to your event.***

## *Outside Vendor(s) Information Sheet*

Please list all vendors/outside companies that you are using for your event who will be entering the rented facility. For example: DJ, caterer, florist, cake, photographer, transportation, rental companies.

Vendor Name & Contact Person	Service Provided	Phone #	Arrival Time*	Pick-up Time*

- Only vendors on this list will be permitted to deliver items for your event during your rented time.
- All vendors are the responsibility of the person renting the facility. Any damages or policy violations will be the renter's responsibility.
- Renter must inform vendors of all policies and procedures.
- ***\*Vendors and renters cannot deliver items before rented time, and items must be picked up by end of rented time. Thompson Barn does not have room for storing items.***

☐ I will not be using any outside vendors for this event.

**I have read and understand the above policies:**

\_\_\_\_\_  
**Renter Signature**

\_\_\_\_\_  
**Date**

***Please return form to Lenexa Parks and Recreation 60 days prior to rental date by fax 913-477-7151, e-mail: [parksandrec@lenexa.com](mailto:parksandrec@lenexa.com), or by mail to 13420 Oak, Lenexa, KS 66215***